



## Substance Abuse Information Checklist

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A. **Course Syllabus** is defined as an outline or summary of the main points of a text, lecture, or course of study. A syllabus must contain “detailed course information,” which should include each of the following components, to satisfy section 31(c)(1)(A):

- ☐ Course information (course title, course location, course dates/times, etc.)
- ☐ Instructor information, if available at time of submission (instructor’s name, title, contact information, etc.)
- ☐ Statement of intended audience
- ☐ Course description and objectives (stated learning outcome of course)
- ☐ Course policies (attendance, participation, course completion requirements, etc.)
- ☐ Identification of course materials (handouts, books, videos, etc.)

If any of the above components are missing, please provide and explain a recommendation of whether the curriculum should be approved without the information: \_\_\_\_\_

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B. **Course Lesson Plans or Lesson Outlines** should contain each of the following components to satisfy section 31(c)(1)(B):

- ☐ Topics of lessons
- ☐ Necessary equipment or resources are listed

If any of the above components are missing, please provide and explain a recommendation of whether the curriculum should be approved without the information: \_\_\_\_\_

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- C. **Supporting Materials** include “handouts, videos, class exercises, individual or group activities, and other materials as appropriate.” At least one of the following materials must be included to satisfy section 31(c)(1)(C), but the program must submit a list, copies, or descriptions of all materials used in the curriculum for IJC review:

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|--|--|
| <input type="checkbox"/> Handouts              | <input type="checkbox"/> Worksheets                    |
| <input type="checkbox"/> Videos                | <input type="checkbox"/> Instruments/Assessments       |
| <input type="checkbox"/> Class Exercises       | <input type="checkbox"/> Feedback forms                |
| <input type="checkbox"/> Individual Activities | <input type="checkbox"/> Case studies                  |
| <input type="checkbox"/> Group Activities      | <input type="checkbox"/> Quizzes                       |
| <input type="checkbox"/> Reading Materials     | <input type="checkbox"/> Other (please describe):_____ |

- D. **General References** are media sources, magazine articles, newspaper articles, pamphlets, website associations, and reference to program initiatives. At least one of the following references must be included to satisfy section 31(c)(1)(D):

- ☐ Bibliography that cites general references (including title, author, source, and date of each reference)
- ☐ Summary of each general reference
- ☐ Other (please describe):\_\_\_\_\_

Number of general references provided: \_\_\_\_\_

- E. **Research References** are journal articles, case studies, and additional references that provide qualitative or quantitative data relevant to the subject matter. At least one of the following references must be included to satisfy section 31(c)(1)(E):

- ☐ Bibliography that cites research references (including title, author, source, and date of each reference)
- ☐ Summary of each research reference
- ☐ Entire research document
- ☐ Other (please describe):\_\_\_\_\_

Number of research references provided: \_\_\_\_\_

- F. **Time Frame:** The program has provided at least one of the following supporting documents that indicate the duration of the course to verify compliance with “at least eight (8) hours of information on substance abuse issues”:

- ☐ Syllabus                      ☐ Lesson plan
- ☐ Lesson outline              ☐ Other (please describe): \_\_\_\_\_

- G. **Educational Content:** The program has provided documentation that the curriculum provides the following education content:

*All of the following boxes must be checked to satisfy section 31(f)(3):*

- ☐ Definitions of use, abuse, and dependency
- ☐ Warning signs, red flags, or effects of substance use, abuse, and dependency (family, social, legal, spiritual, health, financial, and occupational)
- ☐ Impaired driving
- ☐ Heredity versus environment
- ☐ Effects on the body (such as brain functioning, withdrawal, blackout)
- ☐ The concept of tolerance
- ☐ Lifestyle change (risk reduction and abstinence)

*At least one of the following boxes must be checked to satisfy section 31(f)(3):*

- ☐ Applicable laws and statutes
- ☐ Progression of the disease (describing symptoms at each stage)
- ☐ Statistics
- ☐ List of resources for continued support
- ☐ Other (please describe): \_\_\_\_\_

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**Result:**

Based on the overall evaluation of the curriculum:

- ☐ The curriculum as submitted satisfies section 31(c).
- ☐ The curriculum as submitted does not satisfy section 31(c). To satisfy section 31(c), the program should provide the following information to IJC:  

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Based on the overall evaluation of the curriculum:

- ☐ The curriculum as submitted satisfies section 31(f)(3).
- ☐ The curriculum as submitted does not satisfy section 31(f)(3). To satisfy section 31(f)(3), the program should provide the following information to IJC:  

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**Recommended Action:**

The program's request for approval of the curriculum should therefore be:

- ☐ Approved.
- ☐ Denied.